



Aman Vishwakarma
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Offer Letter

Dear Aman,

Thank you for interviewing for the role of Data Science Intern at *Grahun*.

Our team enjoyed interacting with you and felt you did a great job in demonstrating your breadth of technical skills set, logical thinking, and creativity. With your passion for data science, we think that you would make a great fit to the team.

On behalf of Team *Grahun*, I would like to extend the Data Science Internship offer to you. Many Congratulations, as you beat 2500+ applicants to secure this role! With appropriate guidance, we believe you will be able to effectively contribute to our mission.

Your appointment will be governed by the terms and conditions provided in Annexure A.

At *Grahun* we love people who like to be passionate about their work, go beyond the normal call of duty, and can think creatively out of the box. Surprise us with your intelligence, talent and hardwork and expect appreciation and rewards to follow. We look forward to working with you.

Raghav Gupta
Founder
Grahun

Date: 8 August 2024

Annexure A

You shall be governed by the following terms and conditions during your internship with *Grahun*.

1. You are being hired as Intern – Data Science. This is a part time, fully remote role. Your period of internship will be for a duration of 12 weeks, from 23 August 2024 through 8 November 2024. At the end of the internship, depending on your performance, your interests as well as our business needs, you may be offered the opportunity to continue working with us.
2. You would be paid a stipend of ₹ 10,000, every 2 weeks, for the tenure of your internship. Any work related expenses, if incurred, would be reimbursed with valid reasons and purchase receipts.
3. You are required to attend team meetings twice a week, lasting for 1 hour, on Tuesdays and Fridays (set up adhoc basis, after 6:00 pm IST). Please report in advance in case you cannot make it to the meetings at the stated times. The team will also expect some flexibility from your side in case the meeting needs to be conducted a day later.
4. You will be eligible for leave only on the grounds of sickness or personal emergency. The leave must be approved by your mentor(s) at *Grahun*. As long as you are a full time student, the team will try its best to accommodate your work schedule around your prime commitments at school such as coursework examinations.
5. You will be added to *Grahun*'s official WhatsApp group chat to provide updates, ask queries, and/or coordinate meeting times. You are expected to be responsive in the chat.
6. You are required to have your own laptop/computer and internet for the duration of the internship.
7. All the work that you will produce at or in relation to *Grahun* will be the intellectual property of *Grahun*. You are not allowed to store, copy, sell, share, and distribute it to any third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites and offline among your friends, college peers, staff / mentors etc.) without prior discussion with your mentor(s).
8. We take data privacy and security very seriously and to maintain confidentiality of any customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. *Grahun* operates on a zero tolerance policy with regards to any breach of data security guidelines. At the completion of the internship you are expected to hand over all *Grahun* work/data stored on your Personal Computer/Laptop to your mentor(s) and delete the same from your PC/Laptop.

9. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization and/or in a business identical or similar to the business of *Grahun*. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the company to an extent estimated by the company.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
11. We expect high-quality, diligent work and impactful results. Have fun at what you do and do the right thing – both the principles are core of what *Grahun* stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect. Under normal circumstances either the company or you may terminate this agreement by providing a notice of 15 days without assigning any reason. The company may terminate this agreement forthwith under situations of any behaviors deemed in-disciplinary including but not limited to professional misconduct and work ethic violation.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Name: Aman Vishwakarma